

CARL ALBERT STATE COLLEGE

EST. 1933

Return this form to:
workstudy@carlalbert.edu
Office of Financial Aid
- Federal Work-Study
Business Office
- Institutional Work-Study

Work-Study Job Posting Request

Semester/Year: Fall: 2026 Spring: 2027 Summer: _____

Type of WS: Federal Institutional

Department Name/#: Stivers Center (1530) 

Campus: Poteau Sallisaw Off Campus

Building: Stivers Center Office/Room #: _____

Job Duties/Responsibilities:

Front desk duties such as monitoring the camera's in the office, ensuring everyone who utilizes the building signs in, and overseeing intramurals on Tuesday and Thursday nights. Other daily duties would include sweeping, vacuuming, and removing trash.

Schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
(Possible working hours)	7:00 P.M.	9:00 A.M.	9:00 A.M.	9:00 A.M.	9:00 A.M.	9:00 A.M.	Closed
	-	-	-	-	-	-	
	11:00 P.M.	11:00 P.M.	11:00 P.M.	11:00 P.M.	11:00 P.M.	4:00 P.M.	

Supervisor Name: Lexi Watson

Email: aswatson@carlalbert.edu

Phone #: 918-647-1283

Other Information (if applicable):

After submitting your application for this job position, you will then need to email your fall class schedule, secondary job schedule if you have one, and athletic practice/game schedule if you are a CASC athlete to the email address of aswatson@carlalbert.edu. If you have any questions please call 918-647-1283.